

The Tewksbury Public School's Community Pass Registration and Payment System for Preschool

If you are unsure what school your child should attend, all schools are determined by your address. For a list of addresses and schools go to

<https://www.tewksbury.k12.ma.us/district/about/k-4-street-listings-updated-1-30-2018/>

You **MUST** register for the district you live in.

- Log into **<https://register.communitypass.net/TewksburyPublicSchools>**
Please save this site as a favorite on your computer so you can find it any time you want to check your account or register for something else.
- **Anyone with a child in the TPS already has a login and password.** If you need your login and password please email Maura Rauseo at mrauseo@tewksbury.k12.ma.us or call 978-640-7800 x218. Please write down your login and password and keep it for future use as you will likely need it again this school year. **If you do not have a child in the system yet, please CREATE A NEW ACCOUNT adding yourself and your child to the account.**
- Click “Browse Activities & Register” and then pick the program you want to register for:
“2020-2021 HEATH BROOK PREK (PRESCHOOL)”
“2020-2021 DEWING INTEGRATED PRESCHOOL”
“2020-2021 DEWING LONGER DAY OPTION”
“2020-2021 TMHS PRESCHOOL PROGRAM”
- Follow the directions and verify that all information is correct.
- You can register and pay for any tuition/fees right online. **The first month (Aug/Sept) tuition is due at the time of registration to hold your spot.** This deposit is applied to Aug/Sept and the next time you will receive an invoice will be for Oct 1. Invoices are emailed to you a few days before the first of the month and tuition is due on the first of the month, every month. The monthly tuition is the same amount each month, even if there are more or fewer days in the month, as tuition is a yearly charge divided into 10 equal payments, Aug/Sept through June. Ex. The Integrated Program is \$2400 a year divided by 10 to make it \$240 each month.
- To choose credit card payment or EFT (checking account payment) choose credit card. **There is a 2.9% convenience fee for credit card/debit card payments and ONLY a \$0.40 fee for checking acct payments (EFT – routing number and checking acct. number).**
- You will be emailed a receipt for any transactions you make.

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- With this new system you may monitor your account, make payments, print receipts, print flex spending receipts and year end statements (called flex spending in the system) all in one place.
- Be sure to opt IN for the cell phone/text messaging as we may use text messaging to communicate important information such as cancelations, closures, evacuations, etc.

Once you receive an email confirmation indicating you are registered for the preschool program, **please make an appointment to bring in your registration packet and complete the process.** The packet was reviewed during registration on Community Pass, it is included in your emailed receipt and it can be found on the Tewksbury Public Schools website under **Resources** and **Central Registration**. To make an appointment go to <https://calendly.com/studentfamilysupport> and choose the appropriate school/dates to register for.

Registration will be held on the following dates:

February 3rd and 4th: Registration for Dewing School and High School Program at the Dewing School

- You should make an appointment between 9:30 AM and 2:00 PM; this is when all paperwork must be returned.
- The Dewing School is located at 1469 Andover Street

February 10th and 11th-Registration for Heath Brook School at the Heath Brook School

- You should make an appointment between 9:30 AM and 2:00 PM; this is when all paperwork must be returned.
- The Heath Brook School is located at 165 Shawsheen Street

If you have questions about registration and payments please contact Maura at mrauseo@tewksbury.k12.ma.us or 978-640-7800 x218.